



COMMISSIONERS

Maggie Hart Stebbins, Chair
District 3

Debbie O'Malley, Vice Chair
District 1

Art De La Cruz, Member
District 2

Lonnie C. Talbert, Member
District 4

Wayne A. Johnson, Member
District 5

COUNTY MANAGER
Tom Zdunek

ELECTED OFFICIALS

Tanya R. Giddings
Assessor

Maggie Toulouse Oliver
Clerk

Willow Misty Parks
Probate Judge

Dan Houston
Sheriff

Manny Ortiz
Treasurer

County of Bernalillo State of New Mexico

Purchasing Department

One Civic Plaza, NW, 10th Floor

Albuquerque, New Mexico 87102

Office: (505) 468-7013 Fax: (505) 468-7067

www.bernco.gov/purchasing/

March 10, 2013

TO: All Prospective Offerors

FROM: Mary Rios, Senior Buyer

**RE: Request for Proposal (RFP) #31-13-MR
External Audit Services**

On behalf of the Accounting Department of Bernalillo County, the Purchasing Department is requesting proposals from Offerors to perform the annual financial audit(s) for the years ending June 30, 2013, June 30, 2014, and June 30, 2015, in accordance with the State Auditor's Rule, Section 2.2.2 NMAC and pursuant to Section 12-6-3 NMSA 1978, the Office of the State Auditor (OSA) has requested to participate in the annual audit for the County. The OSA will complete 50% of the Financial Audit and the Contractor shall be responsible for 50% of the Financial Audit.

For registered vendors, pertinent RFP documents, including the scope of services, the proposed contract documents and any issued addendums pertaining to this solicitation, can be downloaded through the purchasing website at no cost. For firms not registered, interested parties are encouraged to register at no cost through the County's purchasing website, www.bernco.gov/purchasing. Vendors are also welcome to contact Rosemarie Perea at rperea@bernco.gov or 468-7256 for assistance in the on-line registration or to request a hard copy of the document at a cost of 50 cents per page. Requesting a hard copy of the document at a cost of 50 cents per page will result in registration for this solicitation only.

A non-mandatory, pre-proposal conference will be held on March 18, 2013, at 11:00 a.m. (local time), at 1 Civic Plaza NW, 10th Floor Conference Room B, Albuquerque, New Mexico. Written questions prior to the pre-proposal and questions regarding the proposal submission process, instructions to firms or terms and conditions shall be directed to the Senior Buyer, Mary L. Rios via e-mail to mlrios@bernco.gov.

Sealed submittals for the referenced proposal must be addressed and delivered no later than 4:00 p.m. (local time) on April 2, 2013 to the Purchasing Department, One Civic Plaza, 10th Floor, Room 10010, Albuquerque, NM 87102. Sealed submittals will be date and time stamped upon receipt. Delivery of proposals is the sole responsibility of the Offeror.

cc: File – RFP #31-13-MR

